

Appendix 9: Description of the Annual CIP Process

The following summarizes the annual process to identify and recommend capital and major maintenance projects to the Board of Supervisors. This process is used to identify projects recommended for the annual County budget and the County Five Year Capital Improvement Plan.

- Capital projects proposed for inclusion on the Five Year CIP and which have an estimated cost of \$100,000 or greater are jointly reviewed by the membership of the IFCC. Bringing together the County Administrative Office, General Services Agency, Public Works Department, and the Planning and Building Department allows a broader range of input into the capital project selection early in the process. Joint evaluation of projects helps increase internal awareness of how one project may impact another. It also allows for greater consideration of land use policies and goals and increases coordination of potential funding opportunities.
- Each project considered for inclusion on the annual budget and/or Five Year CIP is rated based on the criteria identified in the Board of Supervisors budget policies as shown below.
 - Ability to address a critical need or threats to health and safety
 - Connection to mandates or legal requirements
 - Existence of non-General Fund funding source(s)
 - Impact on General Fund or other budgetary impacts to existing services due to costs for staffing, operations and maintenance
 - Ability to address essential maintenance or repair needs to existing assets
 - Impact to service levels
 - Potential to save water/energy
 - Level of consistency with County plans, goals and priorities
- Once the IFCC completes the task of rating projects a recommended list is presented to the Capital Improvement Executive Steering Committee (CI ESC). The CI ESC reviews the annual listing of projects for both the annual budget and Five Year CIP. The CI ESC review of projects increases the transparency of how capital projects are identified and recommended. The CI ESC evaluates capital improvement investment opportunities from a County-wide perspective and assists with coordination between key stakeholders. This group evaluates and, if judged worthy, endorses the recommendations of the IFCC.

This committee is chaired by the County Administrator and includes the following membership.

- Director, General Services Agency, and ESC Vice-Chair
- Auditor-Controller
- Chief Probation Officer
- Director, Health Agency
- Director, Library
- Director, Planning & Building
- Director, Public Works
- Director, Social Services
- Fire Chief
- Sheriff-Coroner

- Members of the IFCC have also engaged the San Luis Obispo Economic Vitality Corporation's Building, Design and Construction business cluster to discuss overall infrastructure needs, funding and alignment of priorities to facilitate overall economic development consistent with the adopted General Plan. These meetings will be on-going and provide future input to CIP planning and priorities.
- Infrastructure projects are also reviewed by various technical advisory groups and community advisory councils which provides a forum for the project need, scope, project development activities and project funding
- Each project of the Five Year CIP is described on a one page project sheet which identifies the project description, project justification, estimated cost, existing or potential funding sources, links to plans and community. This page is linked to a summary sheet which lists all projects on the Five Year Plan.
- The annual update of the plan is described in an annual procedure document which guides the process for requesting, identifying and evaluating capital project proposals.
- The incorporation of the Planning and Building Department in the annual process helps assure that as projects are considered, their alignment with land use policies and goals is given greater consideration.
- The annual Five Year CIP update process begins in July of each fiscal year when the General Services Agency sends a request for projects to all departments. Departments submitting requests use electronic forms to describe and justify their requested project.
- Each project submitted is reviewed and rated using the criteria in the Board of Supervisors Budget policies. This forms the basis for the subsequent evaluation by the Capital Improvement Executive Steering Committee.
- Funding sources are identified and evaluated for each project.
- Funding opportunities are discussed by the IFCC and CI ESC. This allows for a broader perspective of funding options which can be used to better identify and plan for funding capital projects in the future.